
Green Office Guides

Tennessee Department of Environment and Conservation
Division of Community Assistance

1-888-891-TDEC
<http://www.tdec.net/dca>

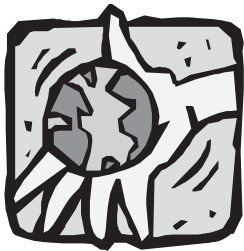


Developing an Environmentally Friendly Office

By thinking “green,” your office can present itself as an environmental steward. An office that acts in an environmentally responsible manner will be noticed and often praised. In addition, operating in an environmentally preferable manner often leads to cost savings.

This document was designed to introduce you to how pollution prevention in the office will benefit both your workplace and our Earth.

Green action is often thought of as difficult to accomplish or cost prohibitive. Hopefully, through our publications your workplace will learn that green action in the office can be both simple and cost-effective.



**OUR WORLD
IS IN OUR
HANDS...**

Our Green Office Guides suggest a holistic approach that promotes the health of our planet through the global workplace. There are several classic green ideas addressed herein:

- Water Conservation -
- Environmental Purchasing -
- Energy Conservation -
- Reduction, Reuse & Recycling -

The first step in developing a green office is to conduct an environmental assessment. Although this step sounds difficult, it is not. All your environmental assessment needs to be is a list of what green activities are and are not happening around your workplace. Investigate the daily routines in your office to determine which activities are Earth friendly. Look for activities that reduce, reuse or recycle either energy, water or office supplies. Here is a list of questions to ask to get you going:

- ☐ Do we communicate electronically?
- ☐ Do empty rooms have lights left on?
- ☐ Do we use both sides of office paper?
- ☐ Do we purchase recycled products?
- ☐ Does our office conserve water?
- ☐ Does our office recycle?
- ☐ Can we save more money?
- ☐ Do our customers value the environment?



Hopefully, your environmental assessment will demonstrate ways in which your office is already green and ways that it can improve. Many resources are available to help your office become more environmentally friendly. TDEC wants to help your office become a pollution preventer. It is our hope that our Green Office Guides and other TDEC resources will aid your office in growing greener.



Be a part of the
**Tennessee Pollution
Prevention Partnership**



Water

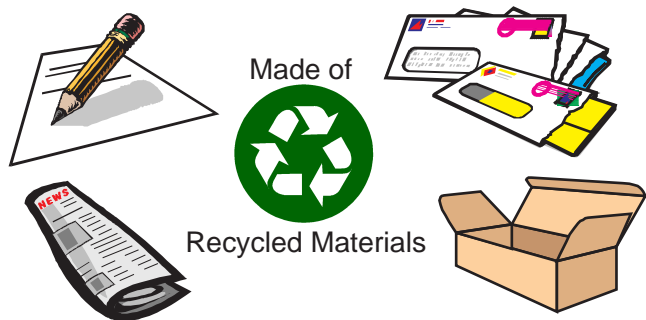
Whether it is used for washing hands or making coffee, your office consumes water everyday. The more you can reduce your water usage the more you will save each and every month on your water bill.

Consider these options:

- ~ Repair all leaking fixtures
- ~ Upgrade to low-flow water faucets
- ~ Update to water-saving toilets

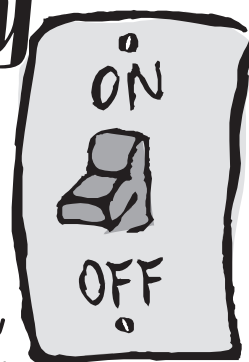
Your office can improve employee safety, save money and protect the environment through environmentally preferable purchasing. When buying new goods, whether office supplies, cleaning products or new equipment, look for environmentally friendly alternatives.

Many products are available that are less toxic to human health and the environment or that contain recycled materials. These products are often less costly while maintaining high performance standards. Look for the recycled content symbol and consider these items when making purchases for your green office:



Energy

Look into your office's annual energy budget. You will be surprised just how much you spend each year to light, heat, cool, copy, listen, compute, watch, type, call, fax and brew in your office workplace.



Energy conservation will save your office money while protecting the quality of the air we breathe. Conserving energy, the untouchable wonder that runs much of our office machinery, should be an easy turn-on to your management. The amount of energy your office conserves will directly relate to the amount of cost savings your office will see with each month's electric bill.

Think of how many electrical devices are plugged in all day, every day of the year. Energy cost savings can prove to be highly significant in terms of bottom line operating costs. Take a look around your office to see where energy could be conserved:

- ⊗ Do rooms have lights left on?
- ⊗ Is office equipment left on overnight?
- ⊗ Are light levels too bright?
- ⊗ Are high consumption incandescent (standard) light bulbs being used?
- ⊗ Are heating and cooling systems working properly and efficiently?

Ask for future **Green Office Guides** that discuss green alternatives in more depth.



For more information on how you can develop an environmentally friendly office, become a member of the

Tennessee Pollution Prevention Partnership

by contacting the TP3 Program:

DIVISION OF COMMUNITY ASSISTANCE
8TH FLOOR, L & C ANNEX
401 CHURCH STREET
NASHVILLE, TENNESSEE 37243-1551

1-800-734-3619 <http://www.tdec.net/dca> Fax (615) 532-8007









REDUCE REUSE RECYCLE



The classic 3R's of reduce, reuse and recycle is a great place to start greening your office. These three concepts are easy to understand and familiar to many people already.

REDUCE (ri-dooz) v. To lessen the amount.






Reduction is a fantastic environmental tool. Anytime your office can reduce the amount of supplies it purchases, your workplace will save money. When it comes to a green office, most often, less means more. Practice reduction through these easy green office examples:

-  Reduce energy consumption
-  Reduce paper by using electronic mail
-  Reduce paper by making duplex copies
-  Reduce computer costs by networking
-  Reduce periodicals via routing slips
-  Reduce use of harsh chemical cleaners

Reduction is the best form of pollution prevention. The less you use, the less is manufactured, the less you spend.

REUSE (re-yooz) v. To put into service again.

Your office can benefit greatly through reuse. Consider these daily activities where reuse is beneficial:


-  Reuse mailing envelopes
-  Reuse the blank side of paper in computer printers, fax machines and photocopiers
-  Reuse file folders
-  Reuse a favorite coffee mug
-  Reuse plates, flatware and drink cups

Donating is another way to reuse materials. Donate old computers, furniture or office supplies. Reuse broken equipment as salvage parts for future repairs.

Nearly everyone seems to have heard about recycling, but not everyone practices it. The truth is our current habits favor waste generation. Recycling is an effective method for reducing waste while creating a commodity.

RECYCLE (re-si-kel) v. To extract useful materials from for the purpose of reuse.

Your office has many items that can be recycled. Many recyclable items will also generate revenue!

 Recycle paper products including:

- Copy, printer and fax paper
- Newspapers and magazines
- Envelopes and mailers
- Junk mail

 Recycle containers including:

Aluminum, glass, and plastic

 Recycle fluorescent light bulbs

 Recycle toner cartridges



Consider implementing a recycling program in your office. Setting up a recycling program is easy. All it takes is some special bins to separate the recyclable goods from the trash, an agency to collect the materials and a properly motivated staff. You might be surprised just how valuable some of your office waste actually is...

INTERNET SEARCH

THE INTERNET CAN BE A FANTASTIC TOOL FOR LOCATING ADDITIONAL RESOURCES TO AID IN GREENING YOUR OFFICE.

TRY SEARCHING USING THESE KEYWORDS MIXED WITH THE KEY WORDS YOUR OFFICE SELECTS:

- ENVIRONMENTAL
- GREEN
- OFFICE
- GUIDE

MAKE SURE TO VISIT OTHER ENVIRONMENTAL SITES INCLUDING:
[HTTP://WWW.EPA.GOV/EPHOME/MEDIA.HTM](http://www.epa.gov/epahome/media.htm)



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